

CUSTODIAN

DEFINITION

To perform custodial duties related to the cleaning and upkeep of assigned buildings and facilities; to perform minor building and equipment repair work; and to set up and remove tables, chairs, and equipment for special events, activities, and meetings.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Custodian series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Lead Custodian in that the latter performs advanced journey level work requiring a higher level of independence and specialized knowledge, and acts as the leader in a designated work shift/crew.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Custodian; and may receive technical guidance from a Lead Custodian.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets.

Dust and polish furniture, metalwork, and woodwork; empty and clean waste and recycle receptacles.

Clean and sanitize restrooms; fill and replenish supplies.

Set up rooms and other facilities for meetings and other City functions using written diagrams.

Lock and unlock doors; check security of assigned facilities.

Drive City vehicles to travel between various City facilities.

Pressure wash exteriors of buildings; wash windows.

Remove work-related hazardous waste materials.

Identify and label all chemicals used in the course of work in accordance to OSHA requirements.

Perform minor building and related equipment maintenance repair work; operate and maintain proper care of standard equipment used in the course of work.

Maintain flags and repair flagpole equipment.

Change incandescent bulbs and fluorescent lamps as needed.

Keep work-related records.

Assist with inter-office moves by moving furniture and equipment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to Nature Center:

Receives general supervision from an assigned supervisor.

Clean and upkeep marine exhibit and off-exhibit areas.

Check marine exhibits for water level and spillage, and adjust water supply valves as necessary.

Assist in periodic marine life support system routine maintenance.

Maintain cleanliness of visitor parking lot.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.

Safe work practices including the use of personal protective equipment.

City's waste management plan.

English language.

Ability to:

Perform general custodial duties and those required at the Nature Center.

Safely operate custodial equipment and use cleaning materials with skill and efficiency.

Use tools in minor maintenance work.

Learn how to handle blood borne pathogens.

Learn how to properly use personal protective equipment.

Work effectively at remote locations without direct supervision.

Understand and follow oral and written instructions including written diagrams.

Work evenings, weekends, and holidays.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six months of responsible custodial or related experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, walk or stand for long periods of time. See in the normal vision range with or without correction to read labels on cleaning equipment and supplies; hear in the normal range with or without correction. Continuously bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 75 pounds.

WORKING ENVIRONMENT

Work is regularly performed in an indoor and outdoor environment; some work is done on rooftops, ceiling crawling spaces and beneath floor boards. There is exposure to noise, dust, water, and cleaning agents.

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